

Notice To Employees: Receipt of Gifts and Holiday Parties

With the holiday season approaching, employees are reminded that the State Uniform Ethics Code prohibits State employees from accepting any gift, favor, service or other thing of value related in any way to their public duties. The State has adopted a zero tolerance policy for the acceptance of gifts. In other words, employees may not accept anything, including inexpensive items, from anyone in the course of their public duties. An employee is not permitted to make a judgment on whether an item constitutes a gift. Accordingly, any gift offered to or received by an employee or his/her spouse, immediate family member, partner or associate must be immediately reported by the employee and remitted to the agency's Ethics Liaison Officer (ELO). These gifts will be returned to the giver or donated to an approved charitable organization if the item is perishable or if the return is not practical.

The Department of Treasury Gift Return Form can be found at:

http://tnet.tmis.treas.state.nj.us/intra_tre/TreAdmin/forms/Ethics002GiftReturn.pdf

Completed forms and gifts can be delivered to:

Amanda Truppa, ELO
Department of the Treasury
Office of Ethics Compliance
2nd Floor, 50 W. State Street
P.O. Box 210
Trenton, NJ 08625-0210

Ethics rules also prohibit employees from accepting invitations to attend social events or functions, including holiday parties, sponsored by interested parties. As a result, employees are required to decline such invitations.

The State Ethics Commission rules define an "Interested Party" as:

1. Any person, or employee, representative or agent thereof, who is or may reasonably be anticipated to be subject to the regulatory, licensing or supervisory authority of the State official's agency;
2. Any supplier, or employee, representative or agent thereof;
3. Any organization that advocates or represents the positions of its members to the State official's agency; or
4. Any organization a majority of whose members are as described in paragraphs 1 through 3 above.

Please note that ethics rules **do** permit a State employee to give or receive a gift *from a co-worker, a supervisor or a subordinate*, provided the gift is not excessive nor inappropriate for a business environment.

Thank you for your anticipated cooperation. We wish you a happy holiday season.